

Minutes of the IQAC meeting held on 02-08-2019.

Time : 1.30PM

Venue : IQAC Room

AGENDA

- 1) Approval of the IQAC committee formed on 09-04-2019
- 2) Review of the AQAR for the session 2018-19.
- 3) Foundation day celebration on 05-09-2019.
- 4) National Seminar to be held on 31-08-2019 and 01-09-2019.
- 5) Extension Programme.
- 6) Faculty Development Programme.
- 7) Miscellaneous
- 8) Vote of thanks.

The meeting starts after assuming of chair by the Principal of the college. At the very beginning Principal, Dr Arun Ch Sarmah welcomed all the faculty members to the new academic session and sought their active participation in the new session like the earlier years for smooth running of the college.

In the beginning, the minutes of the last meeting was read out by the Co-ordinator and it was unanimously accepted by the house present. Then the meeting starts as per the agenda

- 1) The first item in the agenda is for approval of the IQAC committee formed on 09-04-2019. The Principal announced the name of the new IQAC committee. After discussion, the house approved the new committee unanimously.
- 2) The next item in the agenda is on submission of AQAR for the session 2018-19. The Principal informed the house that the draft AQAR for the session 2018-19 was approved by Governing Body meeting held on 29-06-2019 with certain minor modifications. In this regard IQAC coordinator Mrs. J. Chakraborty informed the house that modifications will be done accordingly and requested the teachers to extend their help so that the AQAR can be submitted within the stipulated time.
- 3) The next item in the agenda is on college foundation Day celebration on 05-09-2019. The Principal suggested that along with other programme a lecture programme can also be organised in the memory of the Founder of the college Late Dwijesh Chandra Deb Sarmah. The idea was gladly accepted by all. The Principal requested the teachers unit to take initiative in this regard.
- 4) Next, Principal placed a proposal for organising a National seminar on 31-08-2019 and 01-09-2019. He requested the convener of the National seminar committee Dr.

A. F. Md Malik to appraise the progress of the proposed Seminar. Accordingly convenor informed the house that seminar topic "Human Rights and gender Justice: Issues, perspectives and challenges" has been finalised in consultation with the experts. The resource persons from Dibrugarh, Gauhati and Assam University were also consented for the same.

- 5) Every year college organises some extension programme .This year NSS unit of the college was advised to initiate some program on extension services. Dr(Mrs). S.R. Saikia coordinator NSS unit of the college informed the members present that NSS wing of the college in co-ordination with Tinsukia District Blindness Control Society, is going to conduct a free-eye check up camp in the college on 13-09-2019. Members of the meeting present appreciated the initiative of NSS unit of the college and Dr(Mrs). S.R. Saikia for her active role.
- 6) Principal informed the members that the Home Science Department of the college is going to organize a Faculty Development Programme (FDP) from 3rd August to 8th August 2019 under the mentorship of Electronics and ICT Academy, IIT Guwahati on 'Behavioural Remodelling and use of ICT tools for classroom delivery of teachers'. Interested members may participate and grab the opportunity. HODs to arrange the participation without hampering the regular classes of the college
- 7) Under the head of misc., Principal requested the programme officer NSS, Dr. S.R. Saikia to observe "Rastriya Pushan Maah" from 01-09-2019 to 30-09-2019.

The meeting has come to an end with the vote of thanks from the chair.

Based and accepted.
AS 14/10/19

Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

Jayasree Chakraborty
21/8/19
Mrs. Jayasree Chakraborty

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Date	Agenda of the Meeting	Action Taken Report
2/8/2019	Foundation day celebration	Foundation Day was celebrated on 24/7/2019 and hoisting of college flag was done in presence of huge gathering. In connection with the event and in memory of the founder secretary of Digboi Mahila Mahavidyalaya, Late. Dwijesh Ch. Deb Sarmah, a lecture programme has been organised on 5/9/2019. The resource persons were Mr. Probin Bora, Social Activist and Littérateur and Mrs. Bijoya Duwarah, a pious lady and a Littérateur.
	National Seminar	Two days National Seminar has been organised by the Department of Bengali, Digboi Mahila Mahavidyalaya on 31st August & 1st September, 2019. The theme of the Seminar was "Human Rights and Gender Justice: Issues, Perspectives and Challenges".
	Extension Programme	A free eye check-up camp was organised by The NSS wing of the college in association with Tinsukia District Blindness Control Society on 13/9/2019. The NSS unit of the college also observed "Rastriya Pushan Maah" from 1/9/2019 to 30/9/2019.
	Faculty Development Programme	The Department of Home Science of the college organised a Faculty Development Programme from 3rd August to 8th August, 2019 under the mentorship of Electronics and ICT Academy, IIT Guwahati on 'Behavioural remodeling and use of ICT Tools for Classroom delivery of teachers'.

2/8/2019

Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

Jayasree Chakraborty

Mrs. Jayasree Chakraborty

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Minutes of the IQAC meeting held on 14/10/2019:

Time : 2.00 P.M

Venue : IQAC Room

AGENDA

1. Re-constitution of IQAC Committee.
2. National Seminar to be held on 19th & 20th October, 2019.
3. Outcome of Parent-Teachers Meet held on 11th & 12th October 2019.
4. Workshop on New Education Policy to be held on 9th Nov. 2019.
5. Miscellaneous
6. Vote of thanks.

The meeting starts after assumption of chair by the Principal. In the beginning, the minutes of the last meeting is read out by the Co-ordinator and it is unanimously accepted by the members present. Then the meeting starts as per the agenda

1. In the meeting, newly selected coordinator Dr. Ratnadip Purkayastha, informed the house that the IQAC committee constituted and approved during the earlier meeting held on 02-08-2019 requires certain modifications .The committee had two assistant coordinators which are not required according to the NAAC guidelines and hence matter has been brought to this meeting for discussion. After discussion by the members of the house, certain modifications have been made in the meeting.
2. As per agenda item, the coordinator informed the house that as a part of the earlier decision to organise or do some work for the benefit of the local people a two days National Seminar is going to be organised by the Department of Bengali & Home Science on 19th and 20th October 2019.on the theme “Endangered Ethnic Culture and languages in North East India”. On behalf of the Bengali department Dr. A. F. Md Malik said that the seminar will be sponsored by the Maulana Abul Kalam Azad Institute of Asian Studies under Union Ministry of Culture. The principal said that a committee has been formed for that purpose for smooth conduction of the seminar. He requested all the faculty members to actively participate in the seminar and present papers on this issue..
3. Next in the agenda was on parent-teachers meet. The Principal Dr Arun Ch Sarmah informed the house that the parent-teachers meet organized on 11th & 12th October was a grand success. While most of the departments have already submitted their reports but some other departments are still preparing their reports and hence, he requested those departments to submit the reports as early as possible so that a general analysis can be made.

4. An emerging issue of the present time is the New Education Policy. The principal informed the house that the teacher unit of the college had discussed about this and informed that a workshop shall be organised on New Education Policy in the college premises on 9th Nov 2019 by the Teachers Unit of college. The ACTA Tinsukia Zone will render assistance in cash and kind for this purpose. He also requested the teachers unit as other faculty members from the neighbouring colleges will participate the Teachers Unit should take measures for smooth conduction of the workshop.

The meeting has come to an end with the vote of thanks by the coordinator IQAC

29/11/19
Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

*Permit was
accepted
29/11/19.*

Ratnadip Purkayastha
Dr. Ratnadip Purkayastha

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Date	Agenda of the Meeting	Action Taken Report
14/10/2019	National Seminar	A two days National Seminar has been organised jointly by the Department of Begali and Home Science on 19th & 20th October, 2019 on the theme "Endangered Ethnic Culture and Languages in North East India". The Seminar was sponsored by the Moulana Abul Kalam Azad institute of Asian Studies under Union Ministry of Culture.
	Parent-Teachers Meet	All the departments have submitted the report of 'Parent-Teacher Meet' held on 11th & 12th October, 2019. An analysis has also been made for the same.
	Workshop on New Education Policy	A one day workshop has been organised on New Education Policy on 9th Nov 2019 by the Teachers Unit of college .The ACTA Tinsukia Zone has rendered assistance in cash and kind for the purpose.

Dr. Arun Ch. Sarmah

Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

Dr. Ratnadip Purkayastha

Dr. Ratnadip Purkayastha

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Minutes of the IQAC meeting held on 29-11-2019.

Time: 2.00 P.M

Venue: IQAC Room

AGENDA

- 1) Seminar organising policy and for taking MRP of the college.
- 2) Financial Audit 2020-21
- 3) Proper documentation
- 4) IPR
- 5) Mentor-Mentee
- 6) Miscellaneous
- 7) Vote of thanks

The meeting starts at the IQAC room on 28-11-2019 at 2:00 pm, after assuming of Chair by the Principal. In the beginning, the minutes of the last meeting is read out and was unanimously accepted by the members present after some modification. Then the meeting starts as per the agenda

1. As per agenda item principal laid emphasis on the formulation of certain specific policy relating to the organising seminars and Minor Research Projects by the college and departments. Members present welcomed the idea and opines that desiring departments will place the matter to the convenor of Research committee.

2 The college has a budget committee which prepares the budget for every year. As the term of the last committee expired decision was taken to form a new committee for this purpose. In this regard a committee is formed consisting of the following members.

Chairman	– Principal
Vice-chairman	– Vice-Principal
Convenor	– Mrs. Ruma Paul
Member	–Dr. A. F. Md Malik Mr. Biplob Sheal

3. A proposal came from the coordinator IQAC for proper record keeping of the events of the college. Accordingly after deliberation a new documentation cell has been formed and decides to start its activity with immediate effect. The following members are selected for this purpose.


Chairman – Principal
Vice-chairman – Vice-Principal
Convenor – Mrs. Deepali Sharma
Members --Mrs. Jayasree chakraborty
Mr. Rajani Kanta Halo

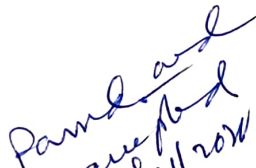
4. In the meeting all the members stressed on organising an workshop on Intellectual Property Rights. Which is also important from NAAC point of view. Dr Jovial Kalita Head, Department of English & convener Counselling Cell has taken the responsibility to initiative this matter.


5. As per the agenda item Principal placed the mentor-mentee matter before the house. Principal requested the concerned teachers to strengthen the mentor-mentee programme of the college, as it is helpful for the teacher as well as beneficial for the students. Dr Pintu Roy is selected as a convenor to energize the same.

6. Under the misc head of the agenda principal suggested the beautification committee members to place the plan and programme for the college beautification.

The meeting has come to an end with the vote of thanks given by the Coordinator IQAC


Dr. Arun Ch. Sarmah
Principal & Chairperson
Digboi Mahila Mahavidyalaya
Principal
Digboi Mahila Mahavidyalaya


Dr. Ratnadip Purkayastha
Coordinator, IQAC
Digboi Mahila Mahavidyalaya


Dr. Ratnadip Purkayastha
Coordinator, IQAC
Digboi Mahila Mahavidyalaya
Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Date	Agenda of the Meeting	Action Taken Report
29/11/2019	Minor Research Project	Two Minor Research Projects has been granted and funded by the college authority for the department of Economics and Home Science respectively. Accordingly Dept of Economics and Home Science submitted report on "A study of Socio Economic status of TAI PHAKE community in Dibrugarh District of Assam " and" A study on Textiles of Singpho tribe in Tinsukia district" respectively.
	Financial Audit	New committee has been formed for financial audit of the college for the year 2020-21.
	Documentation Policy	A new documentation cell has been formed for the purpose.
	Mentor-Mentee	A procedure has already been initiated for the Mentor-Mentee Programme.


Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya


Dr. Ratnadip Purkayastha

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Minutes of the IQAC meeting held on 18-01-2020

Time: 1.30 P.M

Venue: IQAC Room

AGENDA

- 1) College week celebration
- 2) Saraswati Puja celebration
- 3) Inauguration of Newly constructed Language Lab
- 4) FDP by the Home Science Department (20-01-2020)
- 5) Internal Examination Conduction
- 6) Review of the AQAR submitted for the session 2018-19.
- 7) Misc.
- 8) Vote of thanks

The meeting of the IQAC held at 1.30 pm in the IQAC room under the chairmanship of Dr A.C. Sarmah, Principal Digboi Mahila Mahavidyalaya with the faculty members of the college. In the meeting various upcoming issues of the college are taken for discussion. In the beginning, the minutes of the last meeting was read out by the co-ordinator and it was accepted by the members present .

1. As per the agenda of the meeting, discussion starts on the planning for the celebration of Annual College Week for the session 2019-20. After the discussion, it is decided to celebrate week from 23rd January to 30th January 2020. Principal also requested the teachers to take active part in the programme. The date for the meeting will be notified later on.

2. Saraswati, the Goddess of Learning is worshiped in our college with full enthusiasm. The Principal mentioned about the forthcoming Saraswati puja to be held in the college premise on 29-01-2020. The following faculty members were given the responsibility to assist and guide the students –

- a) Mrs. Jayasree Chakraborty
- b) Dr. A. K. Jha
- c) Dr. R. Purkayastha
- d) Mrs. Ruma Paul
- e) Mrs. Deepali Sharma

3 .A long awaited demand of the college was construction of language lab .The Principal informed the members of the meeting that newly constructed language lab is likely to be completed soon and hence, after completion of the construction work, it will be fully

operational. In this regard, on request from the Head of the department of Home Science Dr. Sanjita Chetia, it is decided in the meeting that the forthcoming FDP of the Home Science department to be started from 20-01-2020 shall be held in the newly constructed language lab which is welcomed by all the members.

4. As per the agenda item, principal placed the matter of conduction of internal examination before the members. In this regard a committee is formed with the following members for the smooth conduction of internal examinations of the college for degree students. Three members are given the responsibilities in the meeting for the purpose. The members are ---

- a) Mrs. Ruma Paul
- b) Dr. A. F.Md Malik
- c) Dr. S. R. Saikia

5. As per the agenda item principal placed the matter of review of the AQAR submitted for the session 2018-19. Participating the discussion, Mr. Sanjib Dutta made the following suggestions

- a) College main gate should be made attractive.
- b) Direction signboard should be placed in the main town so that people can easily locate the institution.
- c) Front view and boundary wall should be painted and innovated.

Mrs J Chakraborty suggested for Identification, marking and numbering of each item of the college with date and source of fund.

In response to the above suggestion principal assured that necessary steps will be taken in due course of time.

Dr. A.K.Jha suggested opening of new course such as certificate/Diploma course, Value added courses in the college.

It is also discussed in the meeting about the progress of two projects funded by the college by Home Science and Economics Departments. Both the department will submit the report very shortly. Other departments are also requested to present project proposal for the next academic session.

Members also pointed out the necessity of adoption of expertise teaching-learning processes. In this connection presentation through PPT for every faculty member is made obligatory and decision has been taken that Mr. S. Dutta shall take initiative in this regard.

Dr. Jhuma Borthakur suggests that for resource mobilization for the college, the authority may approach to IOCL and Coal India for industry sponsored projects.

Regarding incubation centre related matter a decision has been made to take expert suggestion in this regard.

It is also decided in the meeting that to introduce PG course in Home Science department an initiative should be taken immediately and approach IGNOU for the purpose.

In the meeting, Librarian of the college Mr. R. K. Haloi said the necessity of taking initiative for the automation of college library. He requested the principal to take necessary step in this matter.

Members of the meeting also pointed out the necessity to made popular the SWAYAM and MOOCS platform among the students and it is also suggested to organise a workshop for the faculty members ..


Regarding campus placement it has been decided that a methodology should be developed so that the local small industries and firms come forward for the placement of the college students.

Regarding professional development and administrative training, non-teaching staff shall be given preference and the members requested the principal to allow the office staff to attend short-term course for that purpose.

In the meeting members also pointed out the necessity of salary enhancement of the office staff..

At the end of the meeting chairman extended thanks to all the members for their active participation in the meeting.


The meeting ended with the vote of thanks given by the coordinator of IQAC.


Dr. Arun Ch. Sarmah
Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

*Panel and
accepted
Dr. Ratnadip Purkayastha*


Dr. Ratnadip Purkayastha
Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Date	Agenda of the Meeting	Action Taken Report
18/01/2020	Language Lab	Under RUSA 2.0 grant construction has been completed with 32 numbers of computers and accessories but the lab does not match the requirements of a language lab till date. After getting next installment it will be fully operational as language lab.
	Faculty Development Programme	Home Science department of the college has organised a faculty development programme from 20/1/2020 to 30/1/2020.
	Review of the AQAR submitted for the session 2018-19	A review has been made on the AQAR submitted for the session 2018-19 and certain steps have been taken for upliftment of the institute. Action has been delayed due to present pandemic situation.



Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya



Dr. Ratnadip Purkayastha

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Minutes of the IQAC meeting held on 26-02-2020

Time: 1.30 P.M

Venue: IQAC Room

AGENDA

1. Preparation of AQAR for the session 2019-20.
2. Feedback
3. Student Satisfaction Survey
4. Fund Audit Report
5. New village adaptation
6. Future plan of the college
7. Academic Audit
8. Drama Workshop by NSD (03-03-2020 to 05-03-2020)
9. Alumni Meet
10. Student Aid Fund
11. Misc
12. Vote of thanks

The meeting starts with the assumption of chair by the principal at 1.30 pm in the IQAC room.

1. As per agenda, detail discussion starts on the preparation of AQAR for the session 2019-2020. Principal requests the concerned teachers to submit departmental reports and other related information as required by the co-ordinator IQAC. Principal also requested the convenors of the seven criterion committee to prepare their reports and submit the same to the IQAC office as soon as possible.

2. the process for taking Feedback of Parents, Alumni and Students are to be initiated and feedback compilation processes should be completed within March 2020. For that purpose a committee is formed under the chairmanship of Mrs. J. Chakraborty. Other members selected for the committee are – Dr. D. Goswami, Dr.R. Purkayastha, Dr. A.K. Jha and Mr. P.L. Gogoi.

3. It is also decided in the meeting that student satisfaction survey should be done online and Mr. Sanjib Dutta is given the responsibility to take initiative for the student satisfaction survey for the year 2019-20.

4. Dr R. Purkayastha raised the issue of audit of college funds and the principal is requested to take necessary step in this regard. Principal also agreed to take step in the matter.

5. Members also raised the issue of new village Adoptation along with the existing village. In this regard, a resolution has been taken to adopt a village adjacent to the earlier adopted village.

6.Regarding future plan of the college, it is decided that a meeting shall be held under the aegis of IQAC and it is also suggested that disaster management programme should also be

included in our future plan of the college. In respect of future plan of the college both long term and short term plan should be formulated and included in the programme.

7. It is also discussed in the meeting to conduct academic Audit for the session 2019-20 and principal requested the heads of the department to prepare teaching plan, HoDs' diary and workload of the teachers of their own department and submit to the principal's office as soon as possible, so that the academic audit can be done during the month of April 2020.

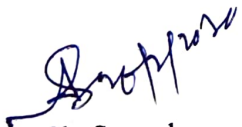
8. Principal also informed the house that NSD (National School of Drama) is interested to conduct a three days workshop in the college and for their purpose Dr. R. Purkayastha and Ms Meghali Barua is given the responsibility to organize the workshop and motivate the degree students for their maximum participation.


9. It is also decided in the meeting that the Alumni Association Registration programme should be done as early as possible and for this purpose a joint meeting of the college authority and Alumni Committee should be called urgently. It is also decided that alumni Meet should be organised in the college premises during the month of June 2020.

10. Principal also requested the teachers unit to take initiative to make the student Aid fund more strong, so that it can extend more and more help to the meritorious & economically weaker students of the college.

11. Dr. J. Kalita expressed the necessity of physical training for the girl students and also informed that if the authority gives permission, he himself could introduce Karate -Do-Academy course in the institution for the benefit of the students. Principal appreciated the new idea and advised Dr. Kalita to take necessary steps in this regard.

The meeting ended with the vote of thanks given by the coordinator IQAC.


Dr. Arun Ch. Sarmah
Principal & Chairperson
Digboi Mahila Mahavidyalaya
Principal
Digboi Mahila Mahavidyalaya


Dr. Ratnadip Purkayastha
Coordinator, IQAC
Digboi Mahila Mahavidyalaya
Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya

Date	Agenda	Action Taken
26/02/2020	Feedback	Students' feedback was taken on July, 2020.
	Fund Audit Report	Completed
	New village adaptation	Could not adopt due to pandemic situation, but took care of existing villages maintain COVID 19 protocol.
	Future plan of the college	No future plans were taken due to pandemic situation. But, works on fulfillment of existing plans are going on.
	Academic Audit	Though processes for conducting Academic Audit were initiated but could not complete it due to pandemic situation.
	Drama Workshop	A three days drama workshop on "Acting for Creativity" has been organised in the college premises by the National School of Drama, TIE Tripura Wing from 3/3/2020 to 5/3/2020
	Alumni Meet	Could not be done due to pandemic situation.
	Student Aid Fund	Due to pandemic situation the fund could not be utilized for meritorious and economically weaker students as per proper procedure.

Dr. Arun Ch. Sarmah

Dr. Arun Ch. Sarmah

Principal & Chairperson

Digboi Mahila Mahavidyalaya

Principal
Digboi Mahila Mahavidyalaya

Dr. Ratnadip Purkayastha

Dr. Ratnadip Purkayastha

Coordinator, IQAC

Digboi Mahila Mahavidyalaya

Co-ordinator
IQAC
Digboi Mahila Mahavidyalaya